

Revised
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(Document not approved yet by SU)

RSU International Student Association (ISA) Job Description
Assistant to Head of Sports and Integration

The Assistant to the Head of Sports and Integration acts in the best interest of all students and works in close cooperation with the Head of Sports and Integration to organise, support, and promote student activities related to sports and integration. The Assistant follows university updates, regulatory enactments, and relevant changes, advising students on issues within their area of competence. The role focuses on implementing projects that enhance the student experience, particularly in sports participation and integration within the RSU community.

Main responsibilities of the job:

1. Work collaboratively and maintain clear, two-way communication with the Head of Sports and Integration when planning and organising sports and integration events for RSU students.
2. Coordinate project managers, maintain regular contact, and monitor project progress.
3. Encourage and inform student activists about opportunities to gain experience through sports or integration projects.
4. Develop joint projects with the RSU Student Union (SU), other universities, and external organisations.
5. Stay informed about sports and integration events organised at other universities.
6. Maintain regular communication with sports societies and their representatives as needed.
7. Collaborate with the RSU Sports Club in organising major events (e.g. Sports Day, tournaments, Welcome Week).
8. Assist in preparing informative seminars for students interested in participating in sports and integration activities.
9. Support and oversee the activities of RSU ISA Sports Societies.
10. Facilitate communication and cooperation between the Head of Sports and Integration, the ISA Board, and other relevant RSU bodies.

Additional duties:

1. Contribute to the management, development, and implementation of RSU ISA's structure and strategic goals.
2. Be familiar with the ISA and SU Statutes, the Election Statute, hierarchical orders, and the RSU Constitution, and act in accordance with them.
3. Participate in the development, maintenance, and implementation of RSU ISA's quality and improvement policies.
4. Promote a positive image of RSU ISA and SU among students, teaching staff, administration, and the wider community.
5. Attend Governing Board meetings and participate actively in decision-making processes.
 - If attendance is not possible, the Assistant must inform the President, Vice President, or Head of Sports and Integration in advance, explain the reason for absence, and provide a written update, if necessary, on their area of responsibility.
6. Use financial and material resources responsibly and transparently.
7. Submit monthly reports to the Student Union Council summarising completed work and progress on current projects.

Responsibility:

1. Comply with ISA and SU statutes, hierarchy, and internal rules.
2. Ensure that all assigned duties are performed in a timely manner (in accordance with the work contract) and to high professional standards.
3. Understand the implications of not fulfilling assigned responsibilities and be able to identify and communicate any circumstances where responsibilities cannot be met, addressing such matters promptly within the department with the President and Vice-President.
4. Actively contribute to achieving ISA's developmental goals and overall mission.
5. Maintain strict confidentiality and handle all information obtained through the position with discretion. The Assistant understands that any information, materials, or documents acquired during the appointment are considered confidential and must not be disclosed, published, or retained without proper authorisation. This obligation applies both during and after the period of appointment.

6. Demonstrate reliability, accountability, and professionalism in fulfilling all assigned duties, ensuring that actions and decisions are consistent with the Student Council and ISA regulations.

Rights:

1. To work under safe, respectful, and non-discriminatory conditions, in accordance with Latvian labour legislation and RSU internal regulations.
2. To request the ISA Board or Student Union Council to review or suspend any decision that conflicts with ISA or SU regulations.
3. To receive, where appropriate, the necessary materials, technical resources, and administrative support required for the proper performance of duties.
4. To responsibly manage the financial and technical resources allocated for projects and activities.
5. To request relevant information from RSU SU members, ISA Board members, and representatives of other RSU organisations only when justified by the scope of assigned duties and in accordance with ISA and SU regulations.

RSU ISA Assistant to Head of Sports and Integration _____ / /